

MPA MENTORSHIP TRAINING PROGRAM
AGENDA— DAY 4: FACILITATION TRAINING
December 2005, Nha Trang, Vietnam

Day 4 Facilitation Training	ACTIVITIES and OBJECTIVES	Materials
8:00 – 9:00	<p>1. Team Development <u>Objectives:</u> To learn how to use facilitation skills to guide a group through the steps to become a team.</p> <p><u>Activities:</u> 1) <u>Icebreaker/Exercise 1:</u> Review lessons from Day 3 2) Presentation: Team Stages <ul style="list-style-type: none"> <u>Exercise 2:</u> Use this exercise to act out and identify the different stages of team development. </p> <p>Total: 1 hour</p>	<p>Handout: --Team Building Exercise</p>
9:00-10:15	<p>2. Dealing with Difficult People <u>Objectives:</u> To learn strategies and techniques for influencing behavior within a group.</p> <p><u>Activities:</u> 1) Presentation: Motivating Factors for Different Personalities <ul style="list-style-type: none"> <u>Discussion:</u> The Stereotypes <u>Exercise 1:</u> Group Problem-solving 2) Presentation: Interventions <ul style="list-style-type: none"> <u>Exercise 2:</u> Intervention Language </p> <p>Total: 1.25 hours</p>	<p>Handout: --Intervention Language --Methods of Resolving Conflict --Steps in Resolving Conflict</p>
10:15-10:30	BREAK	
10:30-12:00	<p>3. Solving Problems Collaboratively <u>Objective:</u> Learn how to advance the group forward towards achieving its objectives as a team.</p> <p><u>Activities:</u> 1) Presentation: Systematic Problem Solving vs. Scientific Problem Solving 2) Presentation: Problem Solving by Collaborative Processes <ul style="list-style-type: none"> <u>Exercise 1:</u> Develop an action plan for implementing a collaborative agreement </p> <p>Total: 1.5 hours</p>	<p>Handout: --The Ideal Collaborative Approach</p>
12:00-2:00	LUNCH	

2:00 -3:45	<p>4. A Toolkit for Teambuilding</p> <p><u>Objective:</u> To learn tools for problem solving to get input, generate options, and evaluate them.</p> <p><u>Activities:</u></p> <ol style="list-style-type: none"> 1) Presentation: Goal-setting <ul style="list-style-type: none"> • <u>Exercise 1:</u> Goal-setting Activity 2) Presentation: Evaluating Possible Solutions 3) Presentation: Information Gathering Tools <p>Total: 1.75 hours</p>	<p>Handout:</p> <p>--Information-gathering Tools</p>
3:45-4:00	BREAK	
4:00-5:15	<p>5. Integrating Facilitation Skills Learned into the Leadership Role During the MPA Training</p> <p><u>Objective:</u> To develop a plan for implementing key lessons learned.</p> <p><u>Activities</u></p> <ul style="list-style-type: none"> • <u>Exercise 1:</u> Work in teams to identify most significant lessons learned and develop an implementation plan to use these skills during the next 2 weeks of training • <u>Exercise 2:</u> Develop an implementation plan <p>Total: 1.25 hours</p>	
5:15-5:30	Wrap-up: review responsibilities for <i>Management Capacity Training Program</i>	
5:30	ADJOURN MEETING	